

2.10	Program Start-Up Costs	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): 295S, 1032		

Start-up costs are primarily paid to assist a **Provider** in meeting the expenses of placing an individual in a **new** living arrangement. Start-up costs are also paid to assist day and residential support **Providers** in the development of new support settings. These funds are not an "entitlement" and are paid at the **Region's** discretion, based need and availability of funds.

Procedure

1. **Amount:** Start-up cost will not exceed \$4,300 per new individual placement. Prior approval by the **Region** Director is required for expenses exceeding \$2,500. Costs are to be negotiated between the **Region** and **Provider** based upon the needs of the individual to establish a comfortable and functional living environment. Funds are limited based upon available **Region** budgets. Individuals are encouraged to use their own funds, as much as possible, to purchase furniture and items for their living environment.
2. **Billing:** **Division** residential **Provider** contracts include a start-up code (STC) that allows for reimbursement on an individual basis by means of a 295S Billing **Form**. Start-up costs paid to day or residential support **Providers** for specific costs, not related to an individual, must be paid via a 1032 Billing **Form** under a separate DP2 contract. Sales slips should be attached to the billing forms to verify expenses.
3. **Eligible Purchases:** (This is not an inclusive list and the **Region** Director may approve other items not listed.) Home furniture; major and small appliances; kitchen supplies; domestic; bathroom accessories; life safety purchases; remodeling to meet individual treatment needs; rent deposits / utility hookup charges; and therapeutic supplies
4. **Non-Eligible Purchases:**
General supplies less than \$5 with a useful life of less than one year; personal care items; provider business/office supplies; general program repair; and yard and maintenance supplies